



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



In response to recent Government Accounting Office (GAO) inspections of field agencies' continuity of operations plans (COOP), the Federal Executive Board (FEB) has coordinated an interagency COOP exercise to assist agencies in Oklahoma in strengthening current plans or assisting with plans under development. In consideration of security/confidentiality, it is not necessary to bring your plan to the exercise; however, you should be familiar with the key elements.

This table top exercise is a locally developed Continuity of Operations Plan (COOP) designed to provide a forum to allow the participants to validate their COOP plans, policies, and procedures. The half-day event will consist of an introductory session, followed by a facilitated exercise period. Participants will be able to interact in small groups, with others whose departments and agencies may be more or less prepared than yours; this is by design so that the facilitated discussion results in brainstorming and development of creative solutions, as well as sharing best practices. This half-day exercise is scheduled for Monday, August 30, 2004, from 8:00am-12:00noon, in the Police Training Academy located at 800 N. Portland, Oklahoma City.

The exercise scenario, designed to provoke discussion of important topics, is designed to accommodate agencies with little or no plan in place to those with tested plans. As a result, this exercise will be beneficial for participants regardless of their level of readiness and we

encourage all agency executives and their emergency coordinators to attend. There will be three plenary sessions, the last of which will be to discuss issues raised during exercise play, share best practices (or ideas raised during the exercise) and to discuss follow-on activities, if any.

This tabletop exercise simulates an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing plans. There is minimal attempt at simulation and no utilization of equipment or deployment of resources. The success of the exercise is largely determined by group participation in the identification of problem areas.

This particular tabletop exercise simulates an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing plans. There is minimal attempt at simulation and **no** utilization of equipment or deployment of resources. The success of the exercise will be determined by the level of group participation in the identification of problem areas. A registration form is provided on page 11 for your convenience.

The agency leader (or designee) must attend in order for an agency to participate in this exercise.

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Make the most of training opportunities, OPM official says

Taken from Federal Times article, July 12, 2004, by Christy Harris

Mark Doboga, previously the Civilian Personnel Officer at Tinker AFB, is now the deputy associate director of the Center for Talent and Capacity Policy, part of the Office of Personnel Management's strategic human resources policy division. He talked with *Federal Times* about managers' options for continuing education to support their professional opportunities.


- ❑ On how federal employees can be reimbursed for continuing education: "Agencies have wide discretion on how to do tuition reimbursement. The Code of Federal Regulations covers tuition reimbursement," Doboga said. It is important to obtain advance approval for payment from your supervisor and your training officer, he said. Classes the government pays for must be related to the agency's mission, but not necessarily to the student's current job. Payment may be made in full, or partial.
Also, Doboga said, be sure the institution providing the course is accredited. If the course is required and funded by the agency, per diem and travel expenses may be paid, if necessary.
- ❑ On how managers can decide if a program is right for them: Doboga said all federal workers should have an individual development plan, and ask themselves, "What are my long-term career goals? What experiences and education do I need to prepare myself to get there?"
"If you're a federal manager, you need to do a self-assessment and look at the executive core qualities you are required to complete to go into the [Senior Executive Service]," Doboga said. Take classes that reinforce the core competencies required of senior executives, including conflict management, customer service, technology management and oral communication.
"Understand the agency's strategic plan, where it sees itself in five years. How can you best link your performance and education to meet those goals? Tie that together for yourself," he said. Managers should be able to apply what they learn to produce a measurable result.
- ❑ On where a manager can help in choosing a program: Supervisors or training officers can help identify appropriate courses. Or mentors can steer you in the right direction as you build a plan.
"They won't get you promoted, but they can identify the requirements you need to get ahead," Doboga said.
- ❑ On distance learning: Distance learning shouldn't be ruled out, Doboga said, as long as it's from a credible source. "Some [programs] can be particularly useful for those working in a remote location. If you're deployed, and civilians do deploy now, distance learning may be the way to go," he said.
- ❑ On managing classes while working full time: "Maintain a balance in your personal life," Doboga says. "Realize what you're committing to. You need a long-term balance between your personal and professional lives. I have seen people drop out, and have to pay [tuition] back" because they could not devote the time needed.

For example, Doboga was unable to get his master's degree at one point in his career because he was working 14 hours a day. Two years later, it was possible to complete the degree because he was working eight hours a day, and also happened to be closer to a school.

- ❑ On employees who want to change careers: Some skills apply to many different fields, Doboga said, so you may take classes that will complement your current job, but at the same time help you transition to a new field. In Wage Grade crafts, there often must be a stronger connection between the classes government will fund and the current job, but it is not impossible to transition into a different field, especially through a program that provides opportunities for upward mobility.
- ❑ On the timing of continuing education: Doboga suggests managers take courses throughout their careers. "It's a continuum," he said.

Doboga recommends the courses for managers and executives offered by the Federal Executive Institute in Charlottesville, VA; Eastern Management Development Center in Shepherdstown, W.Va; and Western Management Development Center in Aurora, Co. For information, visit www.leadership.opm.gov.



	2004 CFC GEICO RACE FOR FREEDOM Registration & Release Form	
	Mail this & payment to: GEICO Race for Freedom Attn: Kim Dermody, AMP-1 P.O. Box 25082 Oklahoma City, OK 73125	Register online at: http://www.signmeupsports.com/index_run.htm **There is a 5.5% additional charge for online registration**

Event entered (Check one): ☐ 2 Mile Run/Walk ☐ 5K Run ☐ 10K Run

Sex: ☐ Male ☐ Female Age (on 9-11-04): _____

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Area Code: _____ Day Phone: _____ Night Phone: _____

E-mail: _____

T-Shirt Size (Adult M, L, XL, XXL) (Medium & XXL size limited available on first come basis): _____

☐ I am a federal agency employee/contractor or affiliated with a federal agency via family relationship or friendship (please specify agency including city): _____

Entry Fee: (Make checks Payable to the Combined Federal Campaign)

\$15 thru September 3rd **\$20** September 4th – 11th

Waiver: 2 Mile Run/Walk, 5K & 10K

I know that walking/running a road race is a potentially hazardous activity. I should not enter unless I am medically able and properly trained. I also know that there will be a possibility of traffic on the course. I assume the risk of walking/running in traffic. I also assume any and all other risks associated with entering this event including, but not limited to, falls, contact with other participants, the effects of the weather and the conditions of the roads, all such risks being known and appreciated by me. Furthermore, I agree to yield to all emergency vehicles. **I am also fully aware that baby strollers and wheels of any kind (except wheelchairs for physically disabled individuals), animals, and headphones are strictly prohibited, and I agree not to have them on the course. Furthermore, I agree not to go back onto the course after finishing. I am fully aware that it is a fraudulent act to switch race numbers with anyone or allow anyone other than myself to wear my race number, and I agree not to do this.** Knowing these facts, and in consideration of your accepting my entry, I hereby for myself, my heirs, executors, administrators or anyone else who might claim on my behalf covenant not to sue, and waive and release and discharge any and all race sponsors, race officials, volunteers, local and state police including any and all of their agents, employees, assigns or anyone acting for or on their behalf from any and all damages or liability for death, personal injury or property damage of any kind or nature whatsoever arising out of, or in the course of, my participating in this event, whether same be caused by negligence or fault. This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. The undersigned grants permission to sponsors and or agents authorized by them to use any photos, video tapes, motion pictures, or any other record of this event for any purpose. Minors accepted only with a parent or guardian's signature. I understand that there are no refunds.

THIS WAIVER IS A LEGAL DOCUMENT. READ ALL TERMS AND CONDITIONS BEFORE SIGNING.

Signature: _____ Date: _____

Parent's Signature if under 18 years: _____ Date: _____

2004 Federal Travel Handbook

Many federal employees are required to travel as part of their official job duties – from a manager flying to a field office for an important meeting, to an agency attorney traveling to participate in a hearing, a Human Resources Specialist attending a conference, or a host of other job-related trips. Those interviewing for a federal job or federal law enforcement personnel who are under threat because of their work duties may also need to travel at Government expense.

The 2004 Federal Travel Handbook is intended primarily to assist federal employees in learning the rules they must follow when they travel on official Government business. The Federal Travel Regulation forms the basis for these rules, and covers topics such as transportation and per diem expenses, claiming reimbursement, and using frequent flyer miles acquired through official travel for personal trips. These issues – and many more – are explained in detail in this handbook.

Federal employees who require additional information or clarification about the travel rules and regulations can also turn to their agency's Human Resources office or to the

General Services Administration (GSA) for guidance.

The 2004 Federal Travel Handbook is now available on the Oklahoma FEB website (www.oklahoma.feb.gov) or you can order it through www.federalhandbooks.com.

There are many handbooks, specific to the federal workplace, available at www.federalhandbooks.com; however, to make it somewhat easier for federal employees to access, the Oklahoma Federal Executive Board has made them available through our website. The descriptions and documents were taken from the Federal Handbooks website with permission. Titles with a hyperlink have booklets available; as time goes by, the others will be added; so be sure to come back to see what additional handbooks might be posted.



Interagency Connection, August 2004

USERRA protects jobs, benefits

Extracted from Tim Kauffman's article in Federal times, 6/28/04

Most managers are adhering to a federal law that prohibits job discrimination against employees who volunteer for the uniformed services, although some employers are unaware of their obligations under the law, officials said June 23 before the House Veterans' Affairs Committee.

The law, the 1994 Uniformed Services Employment and Reemployment Rights Act (USERRA), primarily is intended to ensure that employees serving as National Guard members or reservists do not lose their jobs or benefits because of their service requirements.

The law has greater visibility with the country in the midst of the largest deployment of Guard members and reservists since World War II. More than 385,000 reservists have been placed on active duty since the Sept. 11 attacks nearly three years ago. About 156,000 are on active duty now, including more than 15,000 federal employees, officials said. The federal government is the largest employer of military reservists.

"Although only a small percentage of employers and reservists have significant problems understanding and abiding by USERRA, their situation deserves our attention during this time of increased deployments," Rep. Jeb Bradley, R-N.H., said during the June 23 hearing.

The number of USERRA complaints filed with the Labor Department's Veterans' Employment and Training Service (VETS) has increased 45 percent since the massive mobilization of reservists began after the terrorist attacks, said Charles Ciccolella, deputy assistant secretary for VETS. While sizeable, the increase in complaints pales in comparison to the increase in reservists called to active duty, Ciccolella said.

VETS is on track to receive 1,450 complaints of USERRA violations this year, with federal employees generating between 10 percent and 14 percent of those cases, Ciccolella said. Nearly all complaints are resolved within VETS. From October 1999 to September 2003, VETS referred just over 50 cases involving federal workers to the Office of Special Counsel for additional legal review.

OSC can represent federal employees with USERRA complaints in litigation before the Merit Systems Protection Board, although it hasn't had to yet, Special Counsel Scott Bloch said. OSC has worked with agencies to secure full corrective action for employees whose complaints OSC determines have merit, Bloch said.

However, some employees have waited two years or more to have their cases resolved once they are sent to OSC, Bloch said. He outlined several steps he has taken since joining OSC earlier this year to expedite the handling of USERRA cases. All USERRA cases now are assigned to a special unit within OSC to ensure they receive proper attention, and OSC is negotiating an agreement with the Labor Department that would permit earlier involvement by OSC in USERRA cases.



Know the Drill

Extracted from Government Executive's "Viewpoint" article, dtd 6/15/04

By Ralph Lipizzi, Vice President of HP Technology Solutions Group for the Public Sector

The federal government is unprepared to continue the business of democracy in times of national emergency, according to a recent GAO report. None of the 23 agencies studied had an adequate continuity-of operations plan as mandated by FEMA in 1999.

Many agencies have struggled for additional direction and funding to meet this mandate. Chief information officers and managers alike have questioned whether their agencies can afford to divert operational resources—people, facilities and budgets—to prepare for events that might not occur...

In a recent Gartner Group study, 620 CIOs put business continuity among their top priorities. Federal agencies can take five practical steps to bring their plans into compliance with established standards.

☑ Join forces. Small agencies can rely on larger departments and agencies for help, including information-sharing and access to assets, such as backup facilities and staff. Through collaboration, small agencies can address areas where they may lack expertise or resources. In addition, agencies can enter into agreements with local law enforcement agencies—and other state and local operations—for more assistance during emergencies.

☑ Think bigger. Continuity planning is not just for the IT department. Comprehensive strategies must involve all critical business processes, and every employee must be responsible for ensuring continuity in a disaster. Creating an internal steering committee of representatives from human resources, operations, management and IT will ensure that vital processes are included and no contingency is overlooked.

☑ Commit to invest. Continuity plans must be supported at the highest executive levels and should be mandated from the top down. Executives must understand what is essential to accomplish the mission, in addition to the safety of employees, and know how to explain risk in

terms of business, not just from a security perspective.

☑ Learn from the private sector. Adopting best practices from the corporate world, which has taken the lead in continuity planning, can help the government become more agile in handling threats to operations.

☑ Revise and Rehearse. A continuity plan is not developed once; it is a journey without an end. Agencies must continually reassess their strategies to keep pace with ever-changing threats. Employees must feel an ongoing sense of urgency. Plans must be updated and rehearsed during emergency simulations until each process is executed seamlessly.

For the government, the benefits of continuity planning are greater than preventing lost time or revenue. Major disruptions threaten the stability of our democracy. Their effects are measured not just in dollars, but in a loss of confidence, trust—and, ultimately, in lives.

Make note of the collaborative effort scheduled by the FEB for federal agencies in Oklahoma (pg 11).

Oklahoma FEB hosts FEB Staff Conference

The Oklahoma Federal Executive Board is hosting a three-day training opportunity for staff members of Federal Executive Boards, nationwide.

This three-day forum will include opportunities:

- ★ For attendees to provide information for inclusion in a "Desk Reference Guide" to assist with FEB Staff transition,
- ★ Obtain information on various topics, approaches, and projects (knowing there are many ways to successfully conduct our business),
- ★ Receive information to assist in personal and professional development.

This is designed for any FEB Staff member, or person detailed into a program or support position in an FEB Office, regardless of grade. The topics and information for the meeting were carefully selected to span the various grade levels in order to offer value for all who attend.



THE PHONE CAN BE ALLY IN TIME MANAGEMENT

Reprinted *COMMENTARY* from the Albuquerque Tribune, June 14, 2004

By Liz Davenport
Tribune Columnist

The phone is a fabulous tool.

Since a vast majority of communication is tone of voice and inflection, it is more communicative than the written word (i.e. e-mail). It also can be a great way to waste time. We are always more polite on the phone. We don't start e-mails with "How are you?" but it is not unusual to begin a phone call with such pleasantries.

I'm not saying that's a bad thing, but it often gets us off track and can waste precious time. According to a study, a phone call that begins that way consumes an average of 12 minutes. By comparison, a phone call in which you have a written agenda tends to last seven minutes. We are more focused with an agenda.

Even if you spent five minutes writing the agenda, you still break even, but I doubt it would take you five minutes to jot down what you need to talk to someone about. Also, without an agenda, how often do you hang up and think, "I forgot to ask about X!" So, slow down (something else we don't do), jot down that agenda and save time.

Better yet, the average voice mail lasts 1 minute. The fastest way to communicate by phone is to leave a message on an answering machine. I often call during lunch or after hours just so I can reach a person's voice mail.

Now, that doesn't mean I say, "This is Liz. Call me back at 345-1153" and hang up. I ask what I need to know or say what I want the person to know and what I want done about it. For example, "I've scheduled a committee meeting for next Wednesday, the 14th, at 5:30 at the corporate office at 1404 Main Street. Can you make it? I need you to report on the status of X project. Let me know by tomorrow at 5 if you can at 345-1153. Thanks."

It took less than 1 minute to say that. They know everything they need to know and when I need a reply. I didn't have to hear a 14-minute tirade on the cat's latest hairball. I'll hear that at the committee meeting anyway, but that's a different column!

Hopefully they call back and leave the information on my voice mail. It will take less than 1 minute to leave it and we both saved 10 minutes, or a cumulative 21 minutes. If the task requires actually talking and exchanging ideas rather than just leaving facts, be certain to offer good times to reach you. For example, "I'll be in tomorrow until 1 p.m. I'm out all day Wednesday, but I will be available Thursday afternoon and all day Friday."

If the person connects with me and starts to tell me that cat story, I have an exit strategy: "Sorry, Elvira, I'll have time to chat at the meeting, but right now I'm waiting for a long-distance call and need to stay off the line. Are you going to be able to make the meeting?"

Most folks cut to the chase, give you the info and hang up. Was I expecting a call? No. Was that a lie? Yes. Do I care? NO!

Sometimes you just have to do what you have to do, especially if it is a question of making money or playing the victim. Sadly, we often are more than willing to listen to the cat story because what we should be doing is not as "fun" as hearing about the cat. It takes discipline on our parts to stay on track.

One of my favorite T-shirts reads, "They say I have A.D.D., but they just don't understand. Oh, look! A chicken!" For those of us who are disorganized, not only are we easily distracted by "chickens," but we will go looking for chickens rather than do what we know we need to do. It is just the way our creative, extroverted, right-brained minds work.

Thanks for sharing, now, get back to work!

Liz Davenport is the author of "Order From Chaos: A 6 Step Plan for Organizing Yourself, Your Office & Your Life." Send her your organizational questions at www.orderfromchaos.com.



UPCOMING EVENTS August	
Aug 3, 2004 11am-1pm	Shared Neutrals Speaker David Cobb POC: John Esquivel, 405-736-2151
Aug 4, 2004	Executive Policy Council USGS POC: FEB Office, 405-231-4167
Aug 10, 2004 11:30 am	FEB Luncheon Focus on Small Business Conference POC: FEB Office, 405-231-4167
Aug 12, 2004	SGMP POC: FEB Office, 405-231-4167
Aug 17, 2004 11:30 am	Community Outreach Council 215 Dean A. McGee, 3 rd Floor Conf Rm POC: FEB Office 405-231-4167
Aug 17, 2004 All Day	FERS Retirement Seminar Federal Transfer Center POC: FEB Office, 405-231-4167
Aug 17, 2004	Federal Employees Care Council POC: Mike Birdsong, 405-297-4014
Aug 18, 2004 10:00 am	Interagency Training Council City/County Health Dept. POC: Joyce Smith, 405-521-4539
Aug 23, 2004 4pm-6pm	Evening with the Author Markies Deli, 612 N. Robinson, OKC POC: FEB Office, 405-231-4167
Aug 24, 2004 All Day	ECQ-5: Building Coalitions/ Communications VAMC Auditorium, 921 N.E. 13 th , OKC POC: FEB Office, 405-231-4167
Aug 24, 2004 10:00 am	American Indian Council Bureau of Land Management 221 N. Service Rd., Moore POC: Mary Lou Drywater
Aug 26, 2004 All Day	Meeting with all FEB Council Chairs Federal Transfer Center POC: FEB Office, 405-231-4167
Aug 27, 2004 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City
Aug 30, 2004 8:00-12:00	Interagency TABLE TOP EXERCISE 800 N. Portland, OKC POC: FEB Office, 405-231-4167
Aug 31, 2004 All Day	CSRS Retirement Seminar Federal Transfer Center POC: FEB Office, 405-231-4167

Authority without wisdom is like a heavy axe without an edge, fitter to bruise than polish. —Anne Bradstreet

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Administrator, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: **Col Dean Despinoy**, Cmdr
507th Air Refueling Wing

Vice-Chair: **Dottie Overal**, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Assistant: Trish Plowman

Program Support: Constance Ward

Program Mgmt: Larry Phillips

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.



ECQ-5: Building Coalitions/Communications

Finding Your Voice: How to Connect, Communicate & Effectively Influence Others



Date:	Tuesday, August 24, 2004
Time:	Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.
Location:	VA Medical Center Auditorium, 921 NE 13 th St., OKC
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Mark Towers
Cost:	\$145 (if registered separately for this training session)

You live and work in the Age of Information. To be known as a “superb knowledge worker” and a leader in your arena, you must be someone who can communicate superbly—via both the spoken and the written word. This “hands-on, how-to” program will provide specifics that can be immediately put to use both at work and at home. You will leave this workshop with the necessary fundamentals for creating a much greater impact with the folks with whom you come into contact. Come prepared for an educational motivational and entertaining session.

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 13, 2004.. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

PLEASE POST FOR ALL EMPLOYEES



August FEB Luncheon

Information on upcoming
Public/Private Small Business Forum



Date:	Tuesday, August 10, 2004
Time:	11:30 a.m. – 1:00 p.m.
Location:	Holiday Inn Airport, 2101 S. Meridian
Who should attend:	This luncheon is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speakers:	Gerald Lewis, FAA; Renaye Tyce, Tinker AFB; Judy Robbins, Francis Tuttle
Cost:	\$10.00

Information will be provided on an upcoming Public/Private effort in November to:

- (1) Advance the goals, policies & outreach initiatives of small business programs that support & encourage veteran, woman & minority-owned businesses in locating & securing business opportunities with government agencies & private corporations having procurement authorities/programs,
- (2) Highlight the diverse, comprehensive range of agencies and their programs through a forum not previously available,
- (3) Provide small businesses essential information, education, training and unique opportunities to build/expand their network of relationships/key contacts within public & private sectors, and with peers.

Menu Choice (please mark your selection):

<input type="checkbox"/> Salad, American Pot Roast served with Potatoes & Carrots, Roll, Iced Tea, Dessert	<input type="checkbox"/> Salad, Vegetarian Lasagna, with Vegetables, Roll, Iced Tea, Dessert
--	--

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 3, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

PLEASE POST FOR ALL EMPLOYEES



Evening with the Author



Sponsored by the Oklahoma Federal Executive Board



Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more.

This forum, like our first in May will be led by the author and include:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

Date:	Monday, August 23, 2004
Time:	4:00pm—6:00pm
Location:	The Grandison at Maney Park, 1200 N. Shartel Ave, Oklahoma City, OK
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers and executives (military, civilian, law enforcement and postal service).
Speaker:	Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u> <div style="text-align: center;">   </div> Mark Towers
Cost:	\$59 (if registered separately for this forum)

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through August 16, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!

PLEASE POST FOR ALL EMPLOYEES



Emergency Preparedness Exercise Registration Form



Date: August 30, 2004 Location: Police Training Academy,
800 N. Portland, OKC

Contact Person

Name: _____ Job Title: _____

Phone: _____ Email: _____

Department/Agency: _____

Address: _____

Attendees:

1) Name: _____ Executive Title: _____

Phone: _____ Email: _____

2) Name: _____ Title: _____

Phone: _____ Email: _____

3) Name: _____ Title: _____

Phone: _____ Email: _____

The tabletop exercise will be conducted in small groups. These questions, which should be answered by the COOP Point of Contact, will help ensure players receive the highest value from their participation. [Note: All questions pertain to the local office in question.] ***The agency leader (or designee) must attend in order for the agency to participate in this exercise.***

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does your agency have a completed COOP plan?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a formal COOP test, training and exercise plan?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has your agency conducted an alert/notification drill in the last 4 months?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has your agency designated an alternate facility?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has your agency deployed personnel to an alternate facility in the last year?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If your alternate facility is another federal agency, would you like to be in the same breakout group for this exercise? Identify the agency: _____ <i>It may help to contact them to ensure they register, as well.</i>

Mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	(405) 231-4165

If for some reason you find you will be unable to attend after registering, please send a designee or cancel as soon as possible to allow others the opportunity to attend, since attendance will be limited.

THERE IS NO COST TO PARTICIPATE IN THIS EVENT



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
1	2	3 11:00 Shared Neutrals	4 10:00 Executive Policy Council	5	6	7
8	9	10 11:30 FEB luncheon	11	12 11:30 SGMP	13	14
15	16	17 FERS Preretirement Training-All Day 11:30 Community Outreach Council 2:00 FECC	18 10:00 ITC	19	20 11:30 BPC	21
			National FEB Staff Training in OKC			
22	23 4:00 Evening with the Author	24 ECQ-5 training All Day 10:00 AIC	25	26 11:00 FEB Council Chairs Strategic Planning	27 12:00 Naturalization	28
29	30 8am-12noon Table Top Exercise	31 CSRS Preretirement Training-All Day	Aug 2004			

OKLAHOMA FEDERAL EXECUTIVE BOARD
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We wish to thank the FAA Franchise Print shop for their monthly assistance in the duplication and distribution of this newsletter.